

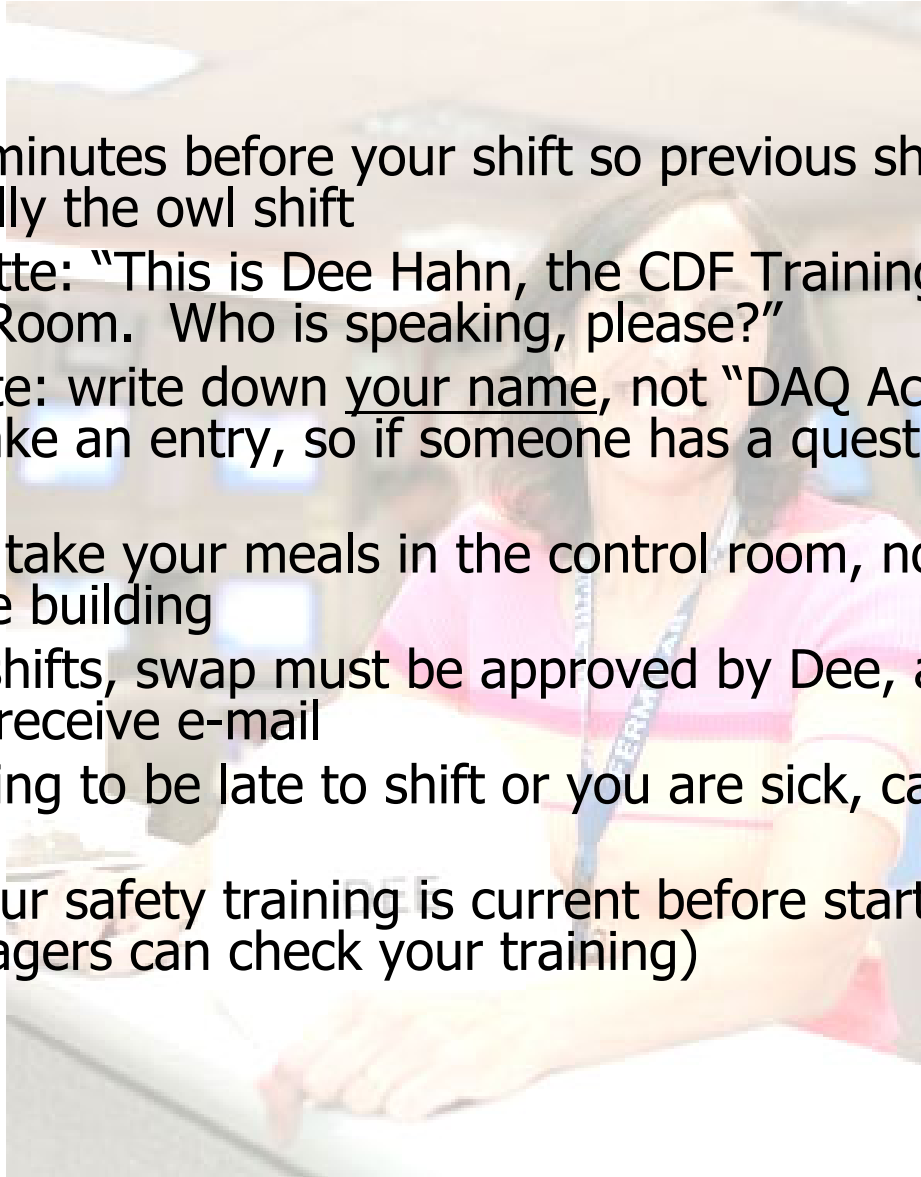


Operations Guide

Steve Hahn
Introduction and
Operations Guide
06/18/2003

● Preface

- Show up 15 minutes before your shift so previous shift can leave on time, especially the owl shift
- Phone etiquette: "This is Dee Hahn, the CDF Training Coordinator, in the CDF Control Room. Who is speaking, please?"
- E-log etiquette: write down your name, not "DAQ Ace" or some such, when you make an entry, so if someone has a question they can find you
- On shift, you take your meals in the control room, not in the B0 kitchen or outside the building
- If you swap shifts, swap must be approved by Dee, and all involved parties must receive e-mail
- If you are going to be late to shift or you are sick, call the control room or Dee
- Make sure your safety training is current before starting shifts (Dee or the Ops Managers can check your training)





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- CDF Operations Guidelines

- Defines roles and responsibilities of shift crew and supporting personnel
- During data-taking running, 24/7 operations with on-shift crew (in control room):
 - Scientific Coordinator (SciCo) – shift leader
 - DAQ Ace – data-taking
 - Monitoring Ace – safety and data quality
 - Consumer Operator – data quality
- 24 hour support from process systems technicians downstairs in cryo area (x3632) – current tech(s) on main iFIX page

Two aces per shift
generally swap
alternate days



Shift Support

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➤ Other off-shift support (most with pagers or cell phones) for shift crew:

- Operations manager
- SVX radiation damage control officer (RadCo)
- DAQ experts
- CDF Mechanical Group, CDF Detector Group
- CDF Offline Group
- Etc. etc. etc.

➤ Long list of pagers

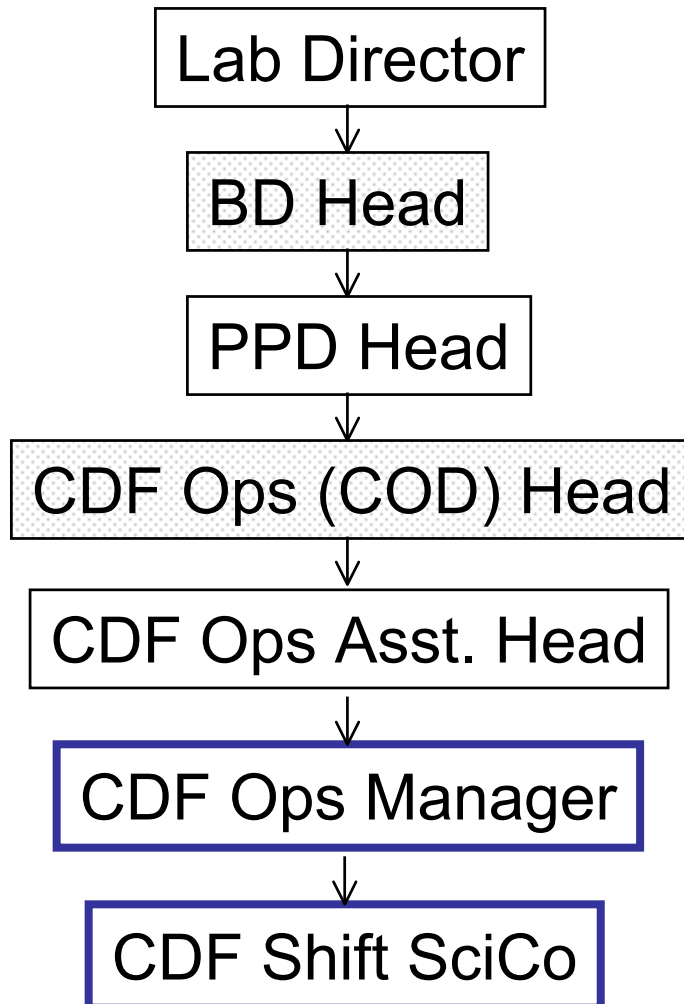
- Latest version on web:
<http://www-cdfonline.fnal.gov/ace2help/phones.html>
- Paper copies around the control room
- Keep calling until you get help; call all numbers listed (not everyone sleeps with their pager or cell phone)



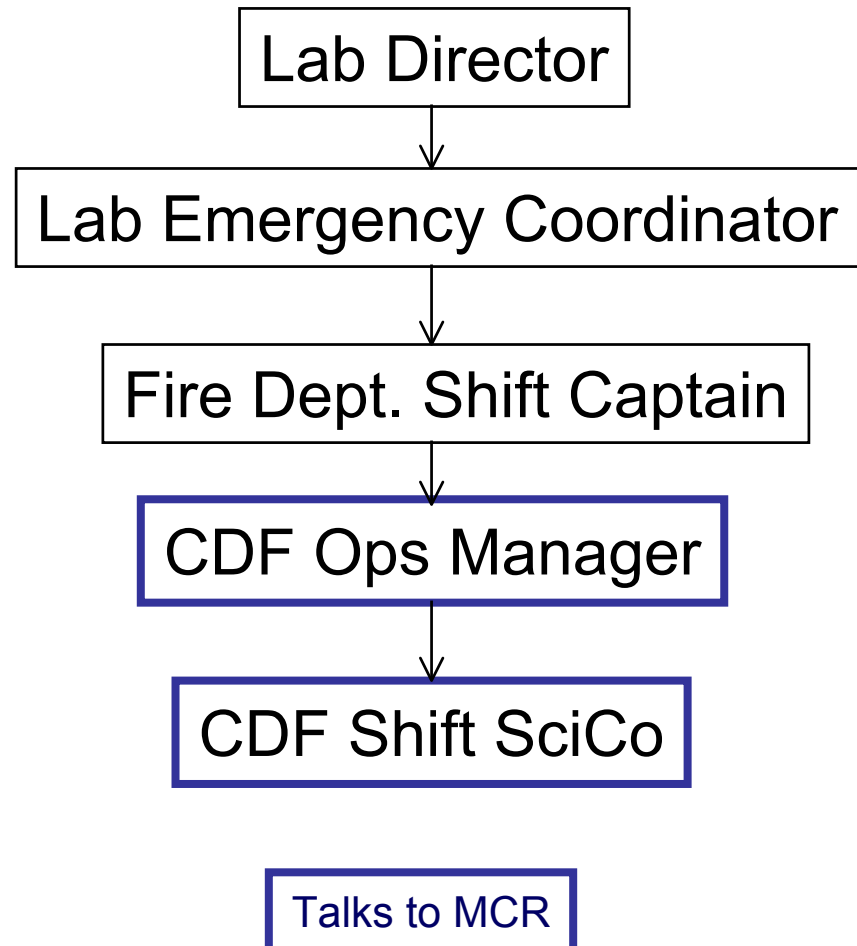
Chain of Command

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Normal Operations



Emergency Situation





Open Operations Group

Detector and Computing Operations

Head Michael Lindgren
Deputy Head Rob Roser
Deputy Head Rob Harris

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Admin. Support
Nancy Michael

Safety Coordinator
Dee Hahn

Associate Head, Computer Infrastructure
Frank Wurthwein

Data Handling
Jeff Tseng

Farms
Steve Wolbers
Yen-Chu Chen

Central Analysis Systems
Mark Neubauer

Data Bases
Alan Sill(Deputy)

Trailer Computing
Robert Harris
Frank Wurthwein

Associate Head, Detector Operations
Kaori Maeshima

Operations Manager
Eric James
Mathew Jones
Phil Koehn

Daily/Weekly Ops
Shift Crews
Sci-Co
Aces(2)
Co

Calibrations

Offline Operations
Pasha Murat

Offline Aces

Offline shift crews

Associate Head, Detector Subsystems
Jimmy Proudfoot

Silicon
Gino Bolla
Chris Hill

COT
David Ambrose
Bill Orejuos
Bob Wagner

Muons
Camille Ginsburg
Phil Schlabach

CLC
Jaco Konigsberg
Sacha Suhkanov

Monitoring/Valid
Kaori Maeshima

Calorimeters
Karen Byrum
Larry Nodulman
Willis Sakumoto

Trigger L1/L2
Greg Field
Peter Wittich

Online Database
William Badgett

TOF
Gerry Bauer
Mathew Jones
Fumihiko Ukegawa

DAQ
Frank Chlebana
William Badgett

Level 3

CSL
T. Vaiciulis

Associate Head, Detector Infrastructure
Stefano Moccia - Steve Hahn

Process Systems
Bill Noe(Leader)
Dean Becker
Warren Bowman
Cutchlow Cahill
Steve Gordon
Jim Humbert
Jim Loskot
Bruce Vollmer

Electrical and Mechanical
Dervin Allen(Leader)
Roberto Davila
Lew Morris
Wayne Walden
George Wyatt

Slow Controls
Steve Hahn(Leader)
JJ Schmidt
JC Yun

Building Manager
Craig Olson



Operations Group

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- Co-Heads –Mike Lindgren, Rob Roser
- ES&H Head – vacancy
- Associate Heads – Jimmy Proudfoot, Kaori Maeshima
- Training – Dee Hahn
- Operations Managers:
 - Rotation (every week, usually seven days):
http://www-cdfonline.fnal.gov/ops-help/ops_manager.html
 - Active ops manager has
 - pager (314-4862)
 - cell phone (846-0600); usually only for outgoing calls
 - Current ops managers:
 - Nathan Eddy
 - Andy Hocker
 - Masa Tanaka
 - **Steve Hahn** (emeritus) – cell phone (399-0135)



Shift Roles

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- Operations Associate Head
 - Sets priorities and goals for run
 - Maintains Run Plan
 - May act as Ops Manager if needed
- Ops Manager
 - Shift priorities
 - Runs daily operations meeting
 - Posts daily run plan
 - Coordinates shutdowns/accesses
 - Ops Man **MUST** be contacted before any access
 - Liaison to BD; attends BD meetings
 - Reports to All Experimenters meeting



Shift Roles

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- **Scientific Coordinator (SciCo)**
 - Communicates with MCR
 - ERP implementation
 - Heads shift
 - Daily Operations Meeting shift summary
 - Shift resource allocation
 - Maintains logbook
 - Maintains goodrun list
 - Helps maintain downtime logger
- **Both Aces**
 - Assist ERP implementation
 - Enter information in logbook



Shift Roles

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- DAQ Ace
 - Runs data acquisition and calibrations
 - Assist other DAQ users
- Monitoring Ace
 - Investigates alarms, assists in recovery procedures
 - Monitors CDF Infrastructure systems (flammable gas, cryogenics, SUVA, silicon cooling, rack protection, LCW, ECW, HVAC) through iFIX
 - "Takes preemptive actions to minimize experiment down time"
 - Monitors data quality
 - Monitors beam conditions from ACnet
 - Maintains downtime logger
 - Assists consumer operator
 - Fills out shot setup form



Shift Roles

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- Consumer operator
 - Runs and checks data monitors
 - online consumers
 - calibration results
 - Notifies SciCo and appropriate personnel of problems